

2016 Commercial Assessment Conference by “Power of Attorney”

Click on the Start button when you are ready to start your Conference.

Online Conference Home Check Conference Status Tutorial Help

PVA Online Conference

Start Your Online Conference by clicking on the blue button:

[Start Online Conference »](#)

Do you need help filing your Conference?
Check out our screenshots to walk you through the Conference
[Learn more »](#)

Help & FAQ
Need Help Filing a Conference? Check our Help Section and Frequently Asked Questions to help you file your Conference appropriately
[Learn more »](#)

Enter your 12 digit Parcel ID number or Property Address.

After entering your address or Parcel ID, choose your property by clicking once on the line below containing the correct address.

Enter an Address or Parcel ID

(After entering your address or Parcel ID click on the line below containing the correct address.)

Property Address	Parcel ID

Disclaimer: Your Conference is not officially filed until you submit the Conference and you get a confirmation number.

Information Verification:

If the Ownership information, Property Address and Parcel ID described is the property you plan to submit an online Conference, click “Yes”.

If this is not your property click “No”.

Is This The Correct Property?

Title	Descriptions
Parcel ID	
Owner(as of January 1st)	
PropertyAddress	
PropertyType	420 Com Retail
Neighborhood	55
District	100023
PVA Assessment	\$229,500

No

Yes



Disclaimer: Your Conference is not officially filed until you submit the Conference and you get a confirmation number.

Before you continue, please read both the “Commercial Property Assessment” and the “Conference Process”:

From this screen you will be able to download and complete the PVA Property Comparison Worksheet and the income-expense form. Please save a copy of each form to your computer before you begin your Assessment Conference. During the Conference, you will be able to upload the worksheets. When ready, click the “I accept” button.

Commercial

ID

Commercial Property Assessment

The Property Valuation Administrator's Office (PVA) is responsible for assessing approximately 23,000 commercial properties annually at fair market value.

The assessment date for real property is January 1st. The PVA estimates the fair market value by using reliable valuation methods, guidelines and resources. Three methods are considered when assessing commercial property; the market (or sales) approach, the cost approach and/or the income approach. The best method is applied with the help of a computer assisted mass appraisal (CAMA) system. To support fair market values, various data sources are reviewed and current market data is captured by collecting and analyzing valid sales (fair arms-length transactions), rental rates, expense rates, capitalization rates and construction costs, etc. When the PVA accepts a transfer as a valid sale, the sale price represents the property assessment as of January 1 following the year of sale. Current property characteristics are verified through field inspections and other reliable sources. Annual reviews are conducted in accordance with Kentucky Department of Revenue guidelines. Many factors can influence a change in property assessment from the prior year such as a change in property characteristics, a change in property use, a recent sale, or current market conditions, etc.

Conference Process

By law (KRS 133.120), property owners (or their authorized representatives) have the right to appeal their assessment each year during the annual open inspection period. A person representing a property owner before the PVA must present written authorization from the property owner which sets forth his or her professional capacity and must disclose to the PVA any personal or private interests he or she may have in the matter, including any contingency fee arrangements. Attorneys are not required to disclose the terms and conditions of any contingency fee arrangement. An authorized representative must be qualified as required by the Kentucky Department of Revenue and submit evidence of such qualification to the PVA Office at the time of the Online Conference. A list of qualifications approved by the department can be found [here](#).

YOUR ONLINE CONFERENCE MUST INCLUDE DOCUMENTATION THAT SUPPORTS YOUR OPINION OF VALUE.

Examples of supporting documentation are:

- A full appraisal of your property
- Interior/exterior photos of your property
- Your homeowner's or commercial property owner's insurance policy
- Your listing contract if your property is currently for sale.
- Estimates of repairs
- Original construction costs or costs of additions or improvements to your property
- Documentation of recent comparable sales (not assessments) that are similar to your property in size, condition, location and other characteristics (sales should be within the last 2 years of the current assessment date) [Download Sales Comparison Form](#).
- Documentation of land characteristics that support floodplain, environmental contamination, deed restrictions, easements, etc.
- Lease contracts for rental properties
- Income and expense statements for the last 3 complete calendar years for commercial properties. If appealing using income-expense information, the provided income-expense forms **MUST** be completed and uploaded for a valid appeal. Users of Microsoft Excel 2007 or 2010 [click here](#) to download the **income-expense form**. A tutorial on how to complete the form can be found [here](#). All other Microsoft Excel versions, [click here](#) to download the income-expense form.

SUPPORTING DOCUMENTATION SHOULD BE PREPARED PRIOR TO STARTING AND UPLOADED AT THE APPROPRIATE PAGE WHEN SUBMITTING YOUR CONFERENCE. Document types which may be uploaded are PDF, image files (preferably JPG), Microsoft Word documents, and Microsoft Excel documents. You may choose to mail your supporting documentation to our office within one business day following submission of your Online Conference.

I have read and understand the information provided by the Jefferson County Property Valuation Administrator.

Where to find recent comparable property sales

Recent sales should be within the last 2 years of the current assessment date. The sales search service on the PVA website <http://jeffersonpva.ky.gov> is available to the public free of charge two weeks prior to and during the Open Inspection Period (OIP). The 2016 OIP begins on 4/22/2016 12:00:00 PM and ends on 5/16/2016 4:00:00 PM. You can visit the Customer Service Department of the PVA Office or any branch of the Louisville Free Public Library two weeks prior to and during the OIP to obtain sales from our sales search service at no cost. A fee is required for printouts obtained from our Customer Service Department. Sales may also be obtained from local real estate agents, real estate appraisers, mortgage brokers and newspapers.

When ready, click the “I accept” button.

Back To Search

I Accept

Disclaimer: Your Conference is not officially filed until you submit the Conference and you get a confirmation number.

This is what the Commercial Sales Comparison Worksheet looks like.

Fill out the information below with three comparable sales, including property address, sale date and sale price.

Save the Sale Comparison Worksheet when finished. During the Conference, you will be able to upload the worksheet.

Sales Comparison Worksheet				
Property Type: <input type="text" value="Commercial"/>				
Use this form if conference is based on comparable sales. Find Sales of Properties that are similar to your property as possible. Common characteristics to consider are:				
<ul style="list-style-type: none">• Property Type or Use• Total Square Feet or Units• Year Built• Condition• Construction Quality				
Where to find recent comparable sales:				
Recent sales should be fair arm's length transactions and should be within the previous 5 years from current assessment date. The sales search service on the PVA website http://jeffersonpva.ky.gov/ is available to the public free of charge starting 4/22/2016 at 12:00 p.m., EDT and ending on 5/16/2016 at 4:00 p.m., EDT. The sales search service is also available free of charge during this time period at the Customer Service Center of the PVA Office and at any branch of the Louisville Free Public Library. A fee is required for printouts obtained from our Customer Service Center. Documentation of sales may also be obtained from other sources such as local real estate agents, real estate appraisers, mortgage brokers and newspapers.				
http://jeffersonpva.ky.gov/				
If your conference is NOT based on comparable sales, this form is not necessary. If your conference is based on condition or incorrect property characteristics, please provide photos or other evidence to support your opinion of value.				
	Your Property	Sale #1	Sale #2	Sale #3
Commercial Property Type				
Property Address				
Parcel ID				
Sale Price				
Sale Date				
Size (SF, Units, Rooms, etc.)				
Sale Price / Size				

Read the Property Assessment Conference Process. When ready, click the “I accept” button.

Conference ProcessID:

Property Assessment Conference Process

Any person receiving compensation to represent a property owner at a Conference with the Property Valuation Administrator for a real property assessment shall be an attorney, a certified public accountant, a certified real estate appraiser, a Kentucky licensed real estate broker, an employee of the property owner, or any other individual possessing a professional appraisal designation recognized by the Department of Revenue. A person representing a property owner before the Property Valuation Administrator shall present written authorization from the property owner which sets forth his or her professional capacity and shall disclose to the Property Valuation Administrator any personal or private interests he or she may have in the matter, including any contingency fee arrangements. Provided, however, attorneys shall not be required to disclose the terms and conditions of any contingency fee arrangement. After submitting a Conference, any taxpayer who disagrees with the resulting PVA assessment may appeal that assessment to the Local Board of Assessment Appeals. The taxpayer shall appeal his or her assessment by filing in person or sending a letter or other written petition to the **COUNTY CLERK** stating the reasons for appeal, identifying the property for which the appeal is filed, and stating the taxpayer's opinion of the fair cash value of the property. The appeal shall be filed no later than one (1) workday following the conclusion of the inspection period provided for in KRS 133.045.

If you wish to read the KRS statute, it can be found here: <http://www.lrc.ky.gov/KRS/133-00/120.PDF>

By clicking **'I Accept'** below, I certify that I have read the above statement.

When ready, click the “I accept” button.

Back

I Accept

Who is the Conference being held with?

If you are the representing the Owner as Authorized Power of Attorney, click the Authorized Power of Attorney icon.

Conference will be held with?ID



Owner



Authorized Representative



Authorized Power Of Attorney

Disclaimer: Your Conference is not officially filed until you submit the Conference and you get a confirmation number.

You must Upload your Power of Attorney document(s) that gives you the right to represent the owner(s) of the property. To accomplish this, press “Choose File” below to select the file on your computer that contains your Power of Attorney document – then press “Upload File” to complete the upload. If you have multiple files, repeat the process. The uploaded file(s) will be listed below. Once complete, press “Next” to continue.

Power of Attorney Letter Upload

You must Upload your Power of Attorney document(s) that gives you the right to represent the owner(s) of the property. To accomplish this press "Choose File" below to select the file on your computer that contains your Power of Attorney document then press "Upload File" to complete the upload. If you have multiple files repeat the process. The uploaded file(s) will be listed below. Once complete press "Next" to continue.

Upload Power of Attorney Document

Select File:

Choose File

No file chosen

Upload File

My Uploaded Power of Attorney Document(s)

File Name	Documentation Type	Upload Date And Time	
Desert.jpg	Power of Attorney	4/20/2016 9:51 AM	Delete

Next

The Authorized Power of Attorney will need to fill in all the required fields.

Representative Information

Representative Name *

Representative Name

Address 1 *

111 My Street

Address 2

ie. Suite 16

Zipcode *

40204

City *

LOUISVILLE

State *

(ie. Kentucky)Kentucky

Daytime Phone *

(55) 555 - 5555 Ext

E-mail *

youremail@gmail.com

*Denotes required field.

Back

Next

This Message will pop up and ask “Is the Email you entered correct? If you agree, click “OK. To change – click “Cancel”.

Message

Is the Email you entered correct?
youremail@gmail.com

To agree click -"OK"

To change click- "Cancel"

Cancel

OK

Property Information:

Please enter information to describe the type of business use for this property.

Business Use

ID: 001500100000

Business Use

Note: If you have a large comment we suggest you use a word processor and upload its file on the Supporting Documents page .
Describe the Type of Business Use Here

Back

Next

When finished – click the “Next” button.

Supporting Comments:

Enter your “Opinion of Value” for the property being Conferenced.

Write a statement explaining why you believe the assessment should be changed.

Supporting Comments

ID:

Owner Opinion of Value

Opinion of Value:

\$

35,000

Supporting Comments

(Note any Other Documentation, Characteristics Differences, and Comments that support your Opinion of Value.)

Note: If you have a large comment we suggest you use a word processor and upload its file on the Supporting Documents.

Enter information you would like to tell the PVA to support your Opinion of Value.

I

Back

Next

When done click the “Next” button. A message box showing your opinion of value will appear.

Click OK to accept – or cancel to make changes.

Message

Is the Opinion of Value you entered correct?
\$35,000

To agree click -"OK"

To change click- "Cancel"

Cancel

OK

Disclaimer: Your Conference is not officially filed until you submit the Conference and you get a confirmation number.

Supporting Documents:

Here you have the option to “Upload”, “Mail in/Walk In” documents supporting your assessment Conference or “None Provided”. The default is “None Provided”.

Items to upload may be: Appraisal, Income, Sales, Pictures or Other (Listing Contract, Property Insurance Policy, and anything else that will support your opinion of value including the comparison worksheet).

NOTE: this is where you upload your Sales Comparison Worksheet and your Income-Expense Form.

1 Choose your document Type from the drop down menu

2 Click on Choose File – browse to your file

3 Click on Upload File.

Repeat these steps until you have uploaded all files

Click Yes if you have additional documentation that you need to MAIL IN / WALK IN.

Mail In/Walk In Policy Guidelines:

- In order to **finalize** your Online Conference, please **immediately** mail or hand-deliver your supporting documentation to the PVA Office.
- **All supporting documentation mailed or hand-delivered must be received by the PVA office by the legal deadline of May 16, 2016 by the close of business at 4:00 PM EDT**

When Finished – click “Next”

Disclaimer: Your Conference is not officially filed until you submit the Conference and you get a confirmation number.

Choose MAIL IN / WALK IN if you have documentation that you have not or cannot upload.

Mail In/Walk In Policy Guidelines:

NOTE: If you uploaded any supporting documents, they will be lost. Uploaded authorization or qualifications will not be lost.


Click Back if you have documents to upload **AND** have Mail in/Walk in items. Choose Upload and follow steps from above.


Supporting Documents


ID:

To download a blank Sales Comparison Worksheet click this link: [Download Sales Comparison Worksheet](#)

Add Supporting Documents


Upload


Mail in/Walk in


None Provided

Important Notice for Mail in / Walk in

Please read all policy guidelines that follow.

Note: If you uploaded any supporting documents they will be lost. Uploaded authorization or qualifications will not be lost.

In order to **finalize** your Online Conference please **immediately** mail or hand-deliver your supporting documentation to the PVA office.

All supporting documentation mailed or hand-delivered must be received by the PVA office by the legal deadline of May 16, 2016 by the close of business at 4:00 PM, EDT.

Send all documents to the Address Below:
Jefferson County PVA Office
Attn: Conference Supporting Documentation
Glassworks Building 815 W. Market Street, Suite 400
Louisville KY, 40202-2654

Back


Next


Disclaimer: Your Conference is not officially filed until you submit the Conference and you get a confirmation number.


Supporting DocumentsID:

To download a blank Sales Comparison Worksheet click this link: [Download Sales Comparison Worksheet](#)

Add Supporting Documents


Upload


Mail in/Walk in


None Provided

Back

Next

If you choose “None Provided” (the default) – and **click Next** – you will receive the message below

Message

Are you sure you don't have any documents to upload or mail/walk in?

To agree click -"OK"

To change click- "Cancel"

Cancel

OK

Click OK to continue or **Cancel** to return

Conference Review:

You have the option to edit any portion of the Conference at this time. If the information is correct, type your name in the “**Signature**” area and click on “**Submit**”.

Conference Review

ID:

Property Information

Owner (as of January 1st):

Property Address:

PVA Assessment:

\$1,114,000

Parcel ID:

Class:

510

Neighborhood:

320112

District:

100023

Edit

Representative Information

Representative Name

Representative Name

Mailing Address

111 My Street

LOUISVILLE, KY 40204

Email

youremail@gmail.com

Phone

(555) 555-5555

Edit

Power of Attorney Documents

File Name

Documentation Type

Upload Date And Time

Desert.jpg

Power of Attorney

4/20/2016 9:51 AM

Edit

Business Use

Business Use:

Describe the Type of Business Use Here

Edit

Owner Opinion of Value and Supporting Comments

Owner's Opinion Value:

\$35,000

Supporting Comments:

Enter information you would like to tell the PVA to support your Opinion of Value.

Edit

Supporting Documents

File Name

Documentation Type

Upload Date And Time

Koala.jpg

Appraisal

4/20/2016 11:32 AM

Edit

Signature

I, My signature, declare that any information I have provided is true to the best of my knowledge. My typed signature is considered legally binding.

Signature*

My signature

NOTE: You must receive a "Confirmation Page/Number" for the submit to be successful !!!

Submit

Your Conference is now complete.

It is recommended you “print a copy” of your Conference.

The Confirmation Number will be needed to check the status of your Conference.


If you encounter any problems and require additional support, please call (502) 574-6224 during regular business hours.

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PVA Conference Record ConfirmationID: [REDACTED]

Confirmation
Your Conference has been submitted to the PVA.
To print a copy of your Conference for your records press the button below.

[PRINT YOUR CONFERENCE
CLICK HERE](#)

Confirmation Number: PVA [REDACTED]
Parcel ID: [REDACTED]
For additional support, please call 502.574.6224
Send all documents to the Address Below:

Jefferson County PVA Office
Attn: Conference Supporting Documentation
Glassworks Building 815 W. Market Street, Suite 400
Louisville KY, 40202-2654

Done

Please keep a copy of the 2016 Commercial Conference form for your records.
After printing – please **click on Done.**

Your Conference Record



Jefferson County PVA
Property Valuation Administrator
(502) 574-6224

2016 Commercial Conference

Confirmation Number: PVA2

Current Owner

Mailing Address

Phone Number : (555) 555-5555

Email :

Time & Date : 4/21/2016 11:53 AM

Parcel ID

Property Address

Property Type : 420 Corn Retail

Owner Opinion of value	\$35,000
PVA Assessment	\$70,680

Business Use: Describe the Type of Business Use Here

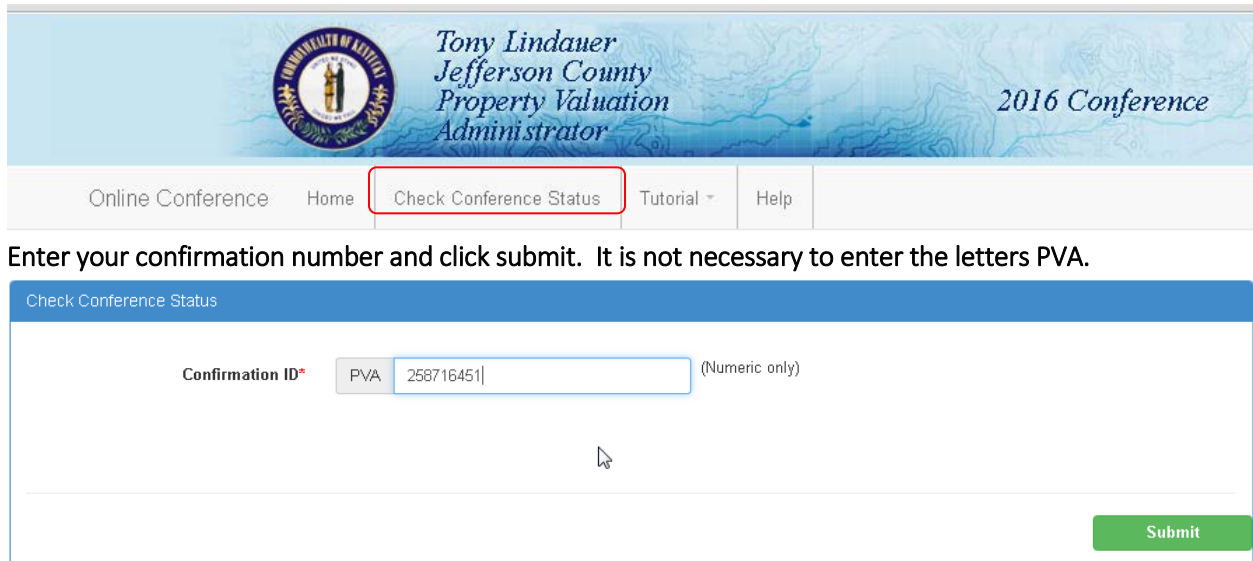
Comment:

Enter information you would like to tell the PVA to support your Opinion of Value.

Document Uploaded: No

Document To Be Mailed: No

Once your Conference is filed with the Jefferson County PVA's Office, you can Check the Status of your Conference. Click on Check Conference Status, and enter your PVA Confirmation Number. You can also access the Check Conference Status by visiting our website at <https://jeffersonpva.ky.gov/> -PVA Online Conference



The screenshot shows the website header for the 2016 Conference, featuring the Jefferson County seal and the name of the Administrator, Tony Lindauer. Below the header is a navigation menu with links to 'Online Conference', 'Home', 'Check Conference Status' (highlighted with a red box), 'Tutorial', and 'Help'. The main content area is titled 'Check Conference Status' and contains a form with a 'Confirmation ID*' label, a 'PVA' dropdown menu, a text input field containing '258716451', and a '(Numeric only)' note. A green 'Submit' button is located at the bottom right of the form.

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Possible Statuses

First phase of the Conference – Acceptance of the Conference.


Acceptance	Initial Review	Decision
------------	----------------	----------

On **4/18/2016 1:44 PM** you filed an Online Conference for your property located at : **Parcel ID:** [REDACTED]

[REDACTED]
LOUISVILLE, KY 40216

The Conference has been accepted and is waiting for review.

Second phase of the Conference – being Reviewed

Acceptance	 Initial Review	Decision
------------	--	----------

On **3/30/2016 2:54 PM** you filed an Online Conference for your property located at : **Parcel ID:** [REDACTED]

[REDACTED]
LOUISVILLE, KY 40208

The Conference is under review.

Third phase of the Conference – a decision has been made and an email (if provided) has been sent and a printed copy will be sent through the mail.

Acceptance	Initial Review	Decision
------------	----------------	----------

On **3/29/2016 8:41 AM** you filed an Online Conference for your property located at : **Parcel ID:** [REDACTED]

[REDACTED]
LOUISVILLE, KY 40241

Click on the button below to download your Conference Result:

[Download Result](#)

Disclaimer: Your Conference is not officially filed until you submit the Conference and you get a confirmation number.